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25 YEAR RE-REVIEW

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 29 August 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #35
23 through 29 August 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 20 August there were 76 people in Clerical Induction Training and 27 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction for the week of 21 August were as follows: Of 8 people tested in shorthand, 1 qualified; of 17 people tested in typewriting, 6 qualified.

(3) On 21 August Mrs. [] administered a typewriting pre-test to twelve servicemen who have come on duty and will be assigned to the Office of Communications.

(4) Clerical Refresher Training has completed the revision of lesson plans for Typewriting Techniques Review and English Usage.

b. Administrative Training

(1) Thirty-three secretaries from PP attended the two sessions of cable training procedure conducted by Mrs. [] 25X1

(2) A tentative schedule is being worked out for a series of cable courses requested for the DDP.

c. Intelligence Training

Intelligence Techniques Course #1 was completed 24 August. The course was very successful. The students seemed to get a great deal from it and in their critiques were highly laudatory.

d. Instructor Training

Nothing to report.

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e. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

f. Management Training

(1) FE continues to show interest in a special management training program for Branch and Staff chiefs. No definite proposal has been made, but the Division is now discussing plans for such a program in November.

25X1 (2) Search for two more competent Management Training staff members continues. We are urgently in need of a replacement for Mr. [] whose tour is up in four months, and for a versatile individual who can work in both the Management and Supervision programs. The most recent group of possibilities, suggested by Mr. [] 25X1 were experienced administrative officers but lacked the keenness, versatility, and teaching effectiveness which this kind of instruction requires. We are continuing to look for suitable candidates.

g. Reading Improvement

25X1 There will be no one in the Reading Improvement Branch during the month of September. Miss [] is on leave this week and will enter 25X1 the Intelligence Orientation course on 4 September. Miss [] will be on leave 4-28 September.

h. Intelligence Orientation

25X1 (1) Intelligence Orientation #1, Introduction to Intelligence, will begin on Tuesday, 4 September. New guest lecturers who have not 25X1 recently participated will include: Mr. []

25X1 (2) A total of fifty invitations will be issued by ORR, OBI, and OCR to IAC persons to attend the Intelligence Products Exhibit on 13 September.

(3) Messrs. [] held discussions with representatives of G-2 and AFOIN concerning the use of the Intellofax System. These discussions were held to assist in the further development of the special course for OCR document analysts.

25X1 (4) On 28 August Mr. [] gave a ninety-minute lecture on "Essentials of Good Reporting" to a class of agents from the Office of Security.

(5) The Registrar reports that 57 people have been enrolled for Intelligence Orientation #2.

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1. Orientation and Briefing

(1) On 23 August the CIA Introduction Program was conducted for 44 people.

(2) On Wednesday, 22 August, C/OB presented special lectures to the current class at the Strategic Intelligence School.

(3) In the afternoon of Wednesday, 22 August, C/OB conducted a special briefing for the Junior Foreign Service Officers.

(4) On 28 August C/OB conducted the eleventh Departmental Briefing Program. The introductory remarks to this Program were given by General Cabell.

(5) On Tuesday afternoon, 28 August, C/OB conducted the 28th CIA Review Program.

3. PERSONNEL NOTES

a. Mrs. [redacted] will be on annual leave until 4 September.

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b. Messrs. [redacted] are on annual leave until after Labor Day.

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